

21 NOV 1962

~~CONFIDENTIAL~~

MEMORANDUM TO: Comptroller

FROM : Chief, Technical Accounting Staff

SUBJECT : Reporting of Project Assignments of Members of the Technical Accounting Staff as of 3 November 1962

	<u>PROJECT INVENTORY</u>			
	<u>REGULATIONS</u>	<u>CONTINUING PROJECTS</u>	<u>OTHER PROJECTS</u>	<u>TOTAL</u>
In process 1 September 1962	32	5	34	71
Projects initiated this period (357, 470, 502 - 512)	<u>17</u>	<u>1</u>	<u>12</u>	<u>30</u>
Totals	49	6	46	101
Projects completed this period (221, 357, 453, 464, 505, 510)	<u>9</u>	<u>1</u>	<u>5</u>	<u>15</u>
In process 3 November 1962	<u>40</u>	<u>5</u>	<u>41</u>	<u>86</u>

MAN-HOURS

Projects, Regulations and Form 238 Control Numbers 1,231.2

Administration:

Travel.....	40.0	
Training.....	4.0	
Meetings.....	34.0	
Correspondence.....	34.0	
Office Administration.....	208.3	
Coordination and Liaison.....	<u>247.5</u>	567.8

Leave:

Annual.....	68.0	
Sick.....	13.0	
Other.....	<u>32.0</u>	113.0

TOTAL MAN-HOURS FOR A TWO-MONTH PERIOD

1,912.0

15 REV DATE 26-10-81 BY 008/44
38
UNIG COMP
3
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GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

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The individual assignments in process at the date of this report and assignments completed during the current period are evidenced by individual project assignment sheets in this binder. Each individual assignment sheet indicates the present status of the project involved and the hours applied to the project during the two-month period ended 3 November 1962, other than the assignment sheet re regulations' responsibilities.



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Chief, Technical Accounting Staff